

# 2013 Consumer & Commercial Products Survey

*December 15, 2014*

<http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>



California Environmental Protection Agency  
**Air Resources Board**

## Webinar Agenda

- ❑ 2013 Consumer and Commercial Products Survey (2013 Survey) Overview
- ❑ Frequently Asked Q & A
- ❑ 5 minute break at 11:30am PST
- ❑ Uploading Survey Data
- ❑ Q & A

## 2013 Consumer and Commercial Products Survey Overview

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### 2013 Survey Purpose and Rationale

- ❑ Provide robust scientific foundation for best decision making in the 2016 SIPs
  - Evaluate the feasibility of further reducing VOC emissions from consumer products
- ❑ Update the consumer products emissions inventory by gathering current information on VOC and low vapor pressure-VOC (LVP-VOC) emissions
- ❑ Evaluate the use of LVP-VOCs

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## Timeline for 2013 Survey

- ❑ 2013 Survey start date.....September 2, 2014
- ❑ Webinar to go over the CPRT data upload process.....December 15, 2014
- ❑ Begin accepting survey data.....January 1, 2015
- ❑ Webinar to go over questions on tool and upload portal.....February 4, 2015
- ❑ Completed surveys due to ARB.....March 2, 2015

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## Who Must Complete the Survey?

- ❑ All responsible parties must complete the survey
- ❑ To determine survey applicability, ARB staff have developed a tool:  
[www.arb.ca.gov/consprod/regact/2013surv/2013pre/survey.htm](http://www.arb.ca.gov/consprod/regact/2013surv/2013pre/survey.htm)
- ❑ The applicability tool goes through a series of questions to determine if the company is a responsible party (RP), formulator (FO), or not subject to the survey

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## Data Requirements

- ❑ Reporting sales and formulation data for three consecutive years
  - 2013 sales and detailed formulation of all products
  - 2013 sales only for Aerosol Coating and Aerosol Adhesive products
- ❑ Reporting all products per their UPC number
- ❑ Product grouping is allowed for selected organic and inorganic compounds - designed to minimize ingredient and label reporting
- ❑ Products containing low or no VOCs must be reported

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## Data Confidentiality

- ❑ ARB staff has worked with our legal staff and the Data Security Officer to ensure confidentiality of survey data
- ❑ ARB staff expects the allowed grouping of products by multiple types of ingredients will improve data security
- ❑ ARB staff developed the formulator tool to ensure RPs do not inadvertently view confidential ingredient information from formulators

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## Recent Updates

- ❑ October 14, 2014
  - Updated CPRT with minor changes
- ❑ November 13, 2014
  - Summary Questions and Staff Responses
  - Example of Completed CPRT Import Template
- ❑ Tutorial Videos are coming soon

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*ARB staff thanks the industry and trade groups for providing insightful comments and numerous questions that were incorporated into the recently posted summary questions document.*

*ARB staff will continue to work with industry throughout the survey process to elicit timely submittal of accurate data.*

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## 2013 Survey: Frequently Asked Questions

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## Frequently Asked Questions

- ❑ Types of Products to Report and Not to Report
  - All consumer products sold in 2013 (regulated or unregulated) must be reported
  - Automotive transmission fluids, diesel fuel treatments, engine oils, and other fuels are not subject to reporting for the 2013 Survey
  - \*\*\*99 categories are a catch-all for consumer products that do not readily fit into the listed categories

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## Frequently Asked Questions: Product Grouping

### □ Size

- Hand lotion sold in five different sizes, but its formula/composition is the same
  - Report: sales broken out by UPC for each size, but only one formula name and only one representative label

### □ Fragrance

- Five body lotions, all with different fragrances, but everything else is the same
  - Report: five UPCs, one label and one formula, assuming variation in fragrance is less than 0.5 percent by weight

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## Frequently Asked Questions: Product Grouping (Cont.)

### □ Grouped LVPs

- Five scented candles with composition of 2% fragrance, 90% wax, and 8% polymer
  - Report: sales broken out by UPC for each product  
For formulation: report: 2% fragrance, combine the rest of the ingredients into "Grouped LVPs" at 98%

### □ VOCs

- Five dishwashing liquid products with 0.4% variation in total VOC content between each product
  - Report: sales broken out by UPC for each product, but only one formula name and one representative label

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## Frequently Asked Questions: Gift Sets and Single Product Sales

- ❑ Gift Sets (a.k.a. Kits)
  - Gift sets contain a variety of products at different sizes and types
  - To report, use a single UPC for all the products in a single gift set
    - Set the “Kit” value to the number of items in the gift set
  - List the sales generated from the gift set
    - The “UPC Units Sold” data field should be the same for all items in the same gift set

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## Frequently Asked Questions: Gift Sets and Single Product Sales (Cont.)

- ❑ Single Product Sales
  - List individual sales separately for an item if it occurred outside the gift set
  - Use the UPC specific to the single item outside the gift set
  - If the grouping criteria are met, it is possible to group similar products from the kit and single sales to minimize label and ingredient information reporting
    - Provide one label and one formulation for each group

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## Frequently Asked Questions: Product Packaging

### ❑ Products Samples

- Small package samples which are not for sale and often do not have a UPC code printed on the label/package must be reported in the Survey
- If a product does not have a UPC code, use your company's internal SKU codes or similar tracking code in the Product Information section
  - Same code used to identify these product samples needs to be used for each of the three survey reporting years

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## Frequently Asked Questions: Density and Product Size Reporting

### ❑ Density Reporting

- The default density value in the CPRT is 1 g/ml
- For products entered as volume, the density of the product must be entered, i.e. 0.98, etc.

### ❑ Product Size Reporting

- The "Size on Label" and "Mass/Volume Fill" are the same for many products
- Aerosol products are overfilled for weights and measures product dispensing requirements
  - "Mass/Volume Fill" to account for the "product overfill"
- If product weight is < 0.5 g (ml), report '1' gram (ml) in "Mass/Volume Fill" and "Size on Label" fields and add more information to Comment box

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## Frequently Asked Questions: Product Size Reporting (Cont.)

This page contains confidential business information

### Product Information

Save/Add Print Edit/Select Super Glue Save/Close

Name: Super Glue  
 UPC: 123456789 Kit: 1 Group Name:   
 Formula Name: super\_glue Who will provide the formulation: Self  
 Name of the label files that will be submitted for this product or product group. Image File: super\_glue

2013 California Sales UPC Units Sold: 250 Multi-Pack: 1  
 Mass/Volume Fill (g or mL): 1 Density: 1 Relative density if size and fill units are in mL  
 Size on Label: 1 Data Collection Method: CA specific sales data  
 Product Delivery: squeeze tube/squeeze bottle/cartridge Form: liquid

Relation to product: Distributor Other product info: N/A  
 ARB Product Category Code(s):  
 Piv: 10111 Household Glues and Paste  
 Sec:   
 Fragrance Name: Fragrance Formulator: Fragrance Tracking Code:  
 Dilution Ratio Minimum: Maximum: Diluent:  
 Comment:  
 Actual product size is 0.35 g  
 Record: 14 of 4 No Filter Search

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## Frequently Asked Questions: Mass/Volume Fill

### □ Mass/Volume Fill

- Impregnated wipes/towels/cloths/sheets/pads
  - Report only the mass or volume of liquid (or other substance) in the impregnated substrate
- Barrier packs and compartmentalized containers
  - Report the mass or volume of product and propellant, both inside and outside the bag or above and below the piston, even if this amount does not match the product size on the label

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## Frequently Asked Questions: Fragrance Reporting

### □ Fragrance Reporting

- Enter the Fragrance Formulator Contact Information
  - Fragrance Formula does not need to be submitted
- If product contains more than one fragrance
  - The most representative fragrance information should be reported
  - Additional fragrance information to be reported as a comment in the comment section
- Responsible Parties that generate fragrances “in-house” must complete the three fragrance information fields
- For Responsible Parties that do not hold formula information, fragrance information must be entered by the Formulator through the CPRTF

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## Frequently Asked Questions: Labels Reporting

### □ Labels Reporting

- Label file name needs to match the name entered in the ‘Image File’ data field
- Include file type: \*.ps, \*.pdf, \*.jpeg, \*.jpg., \*.doc, \*.docx
- Either the 2013 version of product label or the updated GHS (Globally Harmonized System) label could be provided
- If product underwent reformulation and the reformulated product was launched in 2013, the most recent product label must be submitted
- One representative label could be provided for products grouped based on color or fragrance

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## Frequently Asked Questions: Ingredients Reporting

- ❑ Hydrocarbon Solvents (HCS) Reporting
  - Specific requirements to report Manufacturer Name, Trade Name, and Bin Number are for HCS which are complex mixtures of alkanes, branched alkanes, cycloalkanes, and aromatic compounds
  - Examples of hydrocarbon solvents: Mineral spirits, VM&P Naphtha, petroleum distillates, etc.
  - This information is not required for a discrete chemical substance

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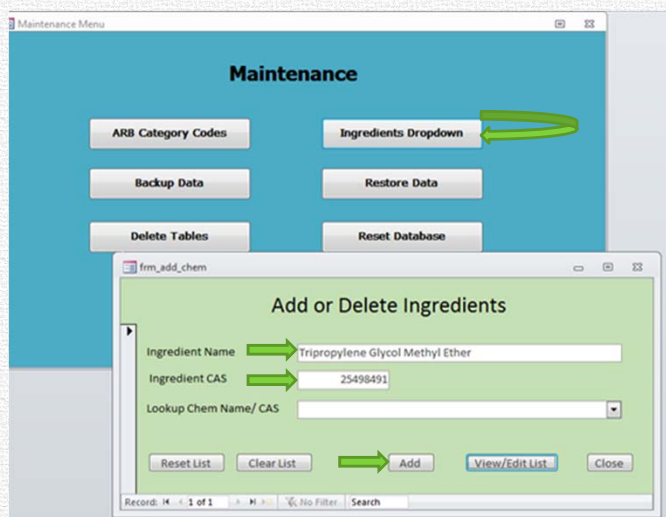
## Frequently Asked Questions: Ingredients Reporting (Cont.)

- ❑ To add a compound chemical name if not listed in the dropdown menu
  - Use Setup/Maintenance menu
    - Ingredients Dropdown menu
    - Add or Delete Ingredients
  - Manually enter the name of the ingredient
  - Manually enter the CAS number
    - Do not use dashes
  - Review by using "View/Edit List" button
- ❑ If there is no a CAS number assigned to your chemical in the dropdown list, it is not needed

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## Frequently Asked Questions: Ingredients Reporting (Cont.)



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## IMPORTANT Notes: Data Reporting

- ❑ CPRT Import Template
  - Do NOT change or move the columns or headers as you will have difficulty to import data
- ❑ When entering data into the survey do NOT use:
  - Comma (“,”) colon (“:”), and semicolon (“;”) as a punctuation mark
  - Ampersand (“&”) and other symbols
    - Dashes are Ok with the exception of CAS numbers

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## IMPORTANT Notes: Data Reporting (Cont.)

- ❑ Empty rows/datasets must be deleted from the following tables:
  - Product Grouping
  - Formulator Contact Information
  - Fragrance Formulator Contact Information
  - Product Information
  - Product Ingredients

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## IMPORTANT Notes: Data Reporting (Cont.)

Product Form

This page contains confidential business information ☒

**Product Information**

Save/Add Print Edit/Select Great Silicone Lube Save/Close

Name: Great Silicone Lube

UPC: 23242533 Kit: 1 Group Name: silicone lube

Formula Name: silicone lube-2 Who will provide: anti-rust spray, anti-seize, food grade, silicone lube, greatlube.pdf

Name of the label files that will be submitted for this product or product group. Image File: greatlube.pdf

2013 California Sales UPC Units Sold: 2500 Multi-Pack: 1

Mass/Volume Fill (g or mL): 400 Density: 0.95 Relative density if size and fill units are in mL

Size on Label: 400 Data Collection Method: Prorated National Sales

Product Delivery: jar/can/tub/box/bag/drum/pourable bottle Form: liquid

Relation to product: Manufacturer/Marketer Other product info: NA

ARS Product Category Code(s):

Pri: 21020 Silicone-based Multi-purpose Lubricant

Sec:

Record: 1 of 12 No Filter Search

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## IMPORTANT Notes: Data Reporting (Cont.)

- ❑ Before entering or importing products data make sure:
  - That information is correct and complete for:
    - Responsible Party
    - Product Grouping
    - Formulator Contact Information
    - Fragrance Formulator Contact Information
    - Product Information
  - All products are entered or imported before entering/importing ingredient information

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## IMPORTANT Notes: Modifying Existing Data

- ❑ Updating Product Information Screen
  - Changes made in 'Formulator Contact Information,' 'Product Grouping,' and 'Fragrance Formulator Contact Information' screens will not be updated to the existing product
  - Each updated product must be updated individually on 'Product Information' screen

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## If You Have Any Specific Questions / Problems

Please contact ARB staff by email at:

[csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov).

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## 2013 Consumer Products Survey Data Upload Step-by-Step Use

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## Consumer Products Survey Data Upload

- ☐ Consumer Products Survey Registration
- ☐ Consumer Products Survey Password Change
- ☐ Consumer Products Survey Logon
- ☐ Consumer Products Survey Upload Process

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## Consumer Products Survey Registration

**Contact information:**

First Name:

Last Name:

Title:

Company Name:

Phone Number:

Email Address: \*

Confirm Email Address:

Address:

City:

State:

Country:

Zip Code:

Reporting as:

If you are a formulator, how many companies will you report for:

\*Must use business email address, no personal email addresses should be used.

Please Enter the Number Displayed:

By submitting this request, You concluded that the information is correct and current.

Need Assistance?  
For the Consumer Products Survey: [Contact Consumer Products Survey Help](#)

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## Consumer Products Survey Registration (Cont.)

- ❑ This form must be completed to submit your registration request
- ❑ Registration may take up to 5 calendar days to process
- ❑ If you are a Responsible Party and a Formulator, please submit a Registration Request for both

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## Consumer Products Survey Registration (Cont.)

- ❑ When registered, you will receive three separate email messages:
  - Registration confirmation
  - User name
  - User password
- ❑ If you are a Responsible Party and a Formulator, You will receive two unique log-in IDs to upload your information separately

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## Consumer Products Survey Password Change

### *Change Password Form*

Enter your Log-in ID:

Enter your old password:

Enter your new password:

Re-Enter your new password:

Need Assistance?

For the Consumer Products Survey: [Contact Consumer Products Survey Help](#)

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## Consumer Products Survey Logon

Enter your Log-in ID:

Enter your password:

Need Assistance?

For the Consumer Products Survey: [Contact Consumer Products Survey Help](#)

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## Consumer Products Survey Data Upload

- ❑ Two submittal buttons are available
  - Data (CSV Files)
  - Labels
- ❑ Counters are added to keep track of uploaded reports

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## Contacts

- ❑ General Consumer Products Email Box:  
[csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov)
- ❑ General and Survey Related Questions:  
David Edwards, [david.edwards@arb.ca.gov](mailto:david.edwards@arb.ca.gov),  
(916) 323-4887
- ❑ 2013 Survey and reporting tool related questions:  
[www.arb.ca.gov/consprod/regact/2013surv/2013main.htm](http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm)

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## Next Steps

- ❑ January 1, 2015: Secure data upload ready for accepting CPRT data
- ❑ February 4, 2015: Webinar to go over questions on tool and upload portal

To register for this webinar go to:

<https://attendee.gotowebinar.com/register/119958100>